Performing Searches and Creating Ad Hoc Reports

CAIRS Reference Manual

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Introduction

Purpose of the Course

This course will familiarize you with selecting search criteria to create specific subsets of the CAIRS database. After creating these subsets, you will learn how to create various reports on the resulting data. You will learn how to save a set of search criteria so that you can use it again later, or to edit the set and save it under a different name.

Objectives

Upon completion of this class, you will be able to perform the following activities:

▸ Explain the purpose and functionality of the **CAIRS SEARCH AND DISTRIBUTION** page

▸ Create, save, retrieve, use, edit, and delete a search criteria set

▸ Create listings, user-defined reports, accident cost reports, and injury/illness cost reports

▸ Clear the contents of the CAIRS search page and reinitialize the search area to create a new search criteria set

Search Selections

The **Search and Distribution** option on the CAIRS DATABASE MODULES menu is for performing detailed analysis of the CAIRS data. This option allows you to create a subset of the CAIRS database, called a search selection, that you can then sort and format into user-defined reports. This is the most powerful option in CAIRS, but also requires the most user input and knowledge to be effective.

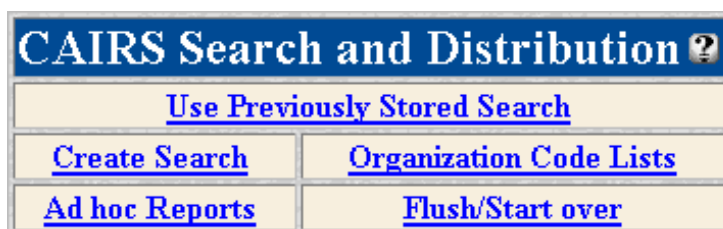The SEARCH AND DISTRIBUTION menu provides five options as shown in **Figure 1**.

Figure 1 - The CAIRS SEARCH AND DISTRIBUTION menu.

Menu Option	Function
Use Previously Stored Search	Generate reports and distributions from a previously saved set of search criteria.
Create Search	Define, edit, or save the criteria used to create a subset of CAIRS records.
Ad Hoc Reports	Generate reports and distributions from a current set of search criteria.
Organization Code Lists	View a complete list of active DOE organizations and their associated codes as used in CAIRS. Organizations are grouped by field office and are listed in numerical order from lowest to highest.
Flush/Start Over	Completely eliminate any results obtained from previous searches, reset the selection screen, and start over in building a search criteria set.

To create a search selection, select **Create Search** from the CAIRS SEARCH AND DISTRIBUTION page. This option allows you choose a set of criteria that will define a search selection. This option also allows you to save or edit your criteria. When you select **Create Search**, CAIRS will display the CAIRS SEARCH SELECTIONS page containing a list of search criteria, divided into four general categories, as partially shown in **Figure 2**.

Figure 2 - The CAIRS SEARCH SELECTIONS screen.

You can create a search selection by designating criteria from the CAIRS SEARCH SELECTIONS page as explained below.

Creating a Search Selection

The criteria listed on the SEARCH SELECTIONS page are divided into four general categories:

- coded fields (numbers 1 - 40)
- narrative fields (numbers 50 - 62)
- date/time fields (numbers 70 - 78)
- numeric fields (numbers 80 - 86)

To the left of each criterion, or field, on the SEARCH SELECTIONS page is a check box. By clicking in the check box, you are telling CAIRS to include the associated field in your set

of search criteria. For example, by selecting the **OPERATION TYPE** field you are telling CAIRS that you want to designate a value or range of values for the operation type as a search criterion. (We will discuss designating the value on page 6.)

The list of fields and check boxes is provided as a simplified means of selecting search criteria. However, be aware that CAIRS uses a logical *AND* to associate the fields that you have checked in the check boxes. In other words, if you check **ACCIDENT TYPE**, **FIELD OFFICE**, and **ACCIDENT DATE**, you are telling CAIRS that you want all cases of a particular type (or range of types) that occurred at a specified field office (or range of field offices), on a specified date (or range of dates).

If you would rather construct a search using your own operators (*AND*, *OR*, and *NOT*), you must type the criteria and operators into the edit box at the top of the list rather than selecting them with the check boxes.

> **WARNING** If you enter criteria in the edit box, it will override any selections you have made in the check boxes.

You can define search criteria manually by entering item numbers and operators in the edit box. For example, search criteria based on a direct cause or indirect cause at a specified field office would be (14 or 15) and 1.

Once you have selected a set of search criteria, you can choose one of the options at the bottom of the selection screen as shown in **Figure 3** and defined in the table below.
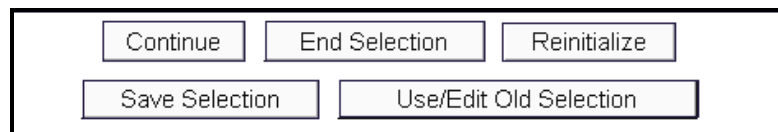

Figure 3 - The **COMMAND BUTTONS** at the bottom of the **CAIRS SEARCH SELECTIONS** screen.

Command Button	Function
Continue	Accept the selected fields as the criteria set and go to the page where you can define each of the selected criteria.
End Selection	After selecting and defining the search criteria, go to the **AD HOC REPORTS** page (see *Ad Hoc Reports* on page 13).

Reinitialize   Erase the previously selected search criteria and start with a clean selection page. You must use this option (or the **Flush/Start Over** option on the **SEARCH AND DISTRIBUTION** menu) before selecting a new set of criteria, as CAIRS will remember the old criteria as long as you are in CAIRS.

Save Selection   Save the selected criteria and the criteria definitions for later use with a user-specified file name. This button will display an edit box for naming the criteria set.

WARNING   The name that you assign for your search query must be alphanumeric. The only special character that can be used is the apostrophe ('). Inserting other special characters such as hyphens, dashes, etc., will result in corruption of your access to your queries.

Use/Edit Old Selection   Retrieve a previously-saved criteria set. This button will display a file selection window where you can select a saved criteria set. After retrieving the file, you can use it as you would any criteria set, or you can modify and resave it, or you can save it with a different file name.

Normally, the next step in building a selection criteria set is to define the values of the criteria you have selected. When you click on the **CONTINUE** command button, CAIRS will present an input box for each criterion that you selected. You can define the value for each criterion in these input boxes. These boxes may be edit boxes, selection boxes, or radio buttons, depending on the type of information required to define the value. **Figure 4** shows the boxes used to define values for the **OPERATION TYPE**, **SEAT BELT IN USE**, **ALL NARRATIVE**, and **TOTAL DOLLAR LOSS** fields.

Figure 4 - Sample boxes
used to Define Values.

You can use operators to help define the values entered into edit boxes. CAIRS supports four kinds of operators: logical, wildcard, range, and numeric. These operators are described in the *CAIRS Operators* section of the *CAIRS Overview* portion of this document, as well as in the on-line helps.

Narrative edit boxes have additional requirements for successful searches according to the following conventions:

1. When searching for a narrative word, the word must always be enclosed in double quotes.

2. A narrative search for "hammer" will recover "jackhammer," "waterhammer," "hammer," "hammers," "hammered," etc.

After you have defined the values for your search criteria fields, you can press the **CONTINUE** button to return to the criteria selection page. You will notice that the top part of this box now contains additional information regarding the number of cases that match your criteria (see **Figure 5**.)

Figure 5 - The **SEARCH CRITERIA** results.

The parenthetical line directly below the words "Search Criteria" contains the values of your search criteria, listed by number and field name, and the logic by which those criteria were associated. The example in **Figure 5** says that criterion 1, **FIELD OFFICE**, is the Idaho Field Office (30); criterion 71, **ACCIDENT YEAR**, is 1995; and criterion 8, **ACCIDENT TYPE**, is vehicle. CAIRS found 18 records that match accidents that were recorded in Idaho in 1995 involving vehicles.

Now that you have this information, you may choose one of the options at the bottom of the page, or you may choose to modify your criteria set. For example, if your first set of criteria recovered too few or too many cases, you may elect to refine your criteria and search again. Rather than starting over, you may append logical operators and criteria to your existing criteria set by typing the operators and criteria in the edit box as shown in **Figure 6** to further define the selection.

Figure 6 - Example of Appending Criteria to further refine a search.

Once you are satisfied with the results, you will want to click on the **END SELECTION** button that will take you to the **AD HOC REPORTS** menu which is discussed on page 13.

| Step-by-Step | **Creating a Search Selection** |

TUTORIAL

1. From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.

2. Click on the **Create Search** hyperlink.

3. From the **CAIRS SEARCH SELECTIONS** screen, select the check boxes for all criteria required for your search.

4. Click on the **CONTINUE** command button.

5. Define the values for each of the criteria displayed by entering values in edit boxes or by selecting check boxes or radio buttons.

6. Click on the **CONTINUE** command button. The results of the search will appear at the top of the **CAIRS SEARCH SELECTIONS** page.

7. To further refine your search, append the operators and criteria onto the search string in the edit box at the top of the page.

Using a Search Selection

After you are finished specifying and defining the criteria for your search, you can use the search results to generate reports. Clicking on the **END SELECTION** button at the bottom of the **CAIRS SEARCH SELECTIONS** page will take you to the **AD HOC REPORTS** page. From here, you can select and customize reports and distributions as discussed in the *Ad Hoc Reports* section on page 13.

Saving a Search Selection

Occasionally, you may want to save the criteria you have selected so that you can quickly create the search selection again. At the bottom of the **CAIRS SEARCH SELECTIONS** page is a command button called **SAVE SELECTION** that will take you to the menu shown in **Figure 7**.

Figure 7 - The **CAIRS SAVE SELECTIONS** box.

You can type a name in the edit box to represent this search selection. After you have typed the name, click on the **SAVE QUERY** command button to save your selection criteria. CAIRS will save the selection criteria and display it under the **PREVIOUS SAVES** list the next time you access this option.

WARNING   The name that you assign for your search query must be alphanumeric. The only special character that can be used is the apostrophe ('). Inserting other special characters such as hyphens, dashes, etc., will result in corruption of your access to your queries.

NOTE   Using a descriptive name rather than a cryptic one (like save1, save2, etc.) will help you easily locate specific selections in the future.

WARNING   If you have not correctly specified the search criteria, or have not yet generated the search selection by pressing the **CONTINUE** command button, you will see the following warning:

Your search criteria either **"timed out"** or has **not** been chosen yet.
You need to make a search or choose a previous query before you can begin.

The **DISCARD QUERY** command button cancels the request to save the current selection and takes you back to the **CAIRS SEARCH SELECTIONS** page.

Saving a Search Selection

TUTORIAL

1.   After building and generating a search criteria set, click on the **SAVE SELECTION** button at the bottom of the **CAIRS SEARCH SELECTIONS** page.

2.   In the **CAIRS SAVE SELECTIONS** edit box, enter a descriptive name for your search criteria set.

3.   Click on the **SAVE QUERY** button at the bottom of the page.

Using or Editing a Previously Saved Search Selection

To use or edit an existing search selection, you can select the **Use Previously Stored Search** hyperlink from the **CAIRS SEARCH AND DISTRIBUTION** page. You can also click on the **USE/EDIT OLD SELECTION** command button at the bottom of the **CAIRS SEARCH SELECTIONS** page. This will take you to a box similar that shown in **Figure 8**.

Previous Selections		
Name	Timestamp	Query
○ 1990 Fatalaties	19971212133601	(24 CAIRS.GICS.DEATH= 'y' and 71 CAIRS.GICS.AYEAR= '1990')
○ Richland Trans or Term	19971215143844	((25 CAIRS.GICS.TRANSFER= 'y' or 26 CAIRS.GICS.TERM= 'y') and 1 CAIRS.GICS.FO= '85')
Edit Query	Delete Query	Use Query

Figure 8 - The **PREVIOUS SELECTIONS** box.

This box allows you to select previously-saved search criteria by clicking the radio button next to the name. Once selected, you can *edit* the criteria, *delete* the saved criteria, or *use* the criteria in generating ad hoc reports.

The **EDIT QUERY** command button will take you back to the **CAIRS SEARCH SELECTIONS** page. The saved criteria will be displayed in the edit box where you can add to, or take from, as desired. When you are done editing the criteria, you must again select the **CONTINUE** button to process the search and assign values.

The **DELETE QUERY** command button will allow you to delete previously-saved, but no longer needed, search selections. To delete a search selection, click on the associated radio button and then click on the **DELETE QUERY** button.

The **USE QUERY** command button takes you directly to the **AD HOC REPORTS** page where you can generate reports as explained in the next section.

Step-by-Step

TUTORIAL

Editing a Search Selection

1. Click on the **REINITIALIZE** command button at the bottom of the **CAIRS SEARCH SELECTIONS** page.

2. Click on the **USE/EDIT OLD SELECTION** command button at the bottom of the **CAIRS SEARCH SELECTIONS** page.

3. Select a previously-saved search criteria set by clicking on the radio button next to its name.

4. Click on the **EDIT QUERY** command button.

5. Append new search criteria to the end of the criteria in the edit box at the top of the **CAIRS SEARCH SELECTIONS** page and click the **CONTINUE** command button.

6. Add or revise the selection values as desired and click the **CONTINUE** command button.

7. Click on the **SAVE SELECTION** command button to save this selection under a different name (or the same name).

Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1.   Create a new search selection that contains reports for 1995 where cases resulted in a transfer or termination.

2.   Save the search selection as **1995 Tran or Term**.

3.   Reinitialize the CAIRS search selections.

4.   Retrieve the search selection you just saved and add the criteria that the occupation of the individuals involved was Security Guard.

5.   Save the search selection as **1995 TorT Security Guards.**

6.   Record the number of cases found that match these criteria.

Ad Hoc Reports

You can display information about the records retrieved from your search by creating reports in various formats. You can access the report menu, shown in **Figure 9**, either from the **CAIRS SEARCH AND DISTRIBUTION** menu using the **Use Previously Stored Search** hyperlink or the **Ad Hoc Reports** hyperlink, or from the **CAIRS SEARCH SELECTIONS** page using the **END SELECTION** button.
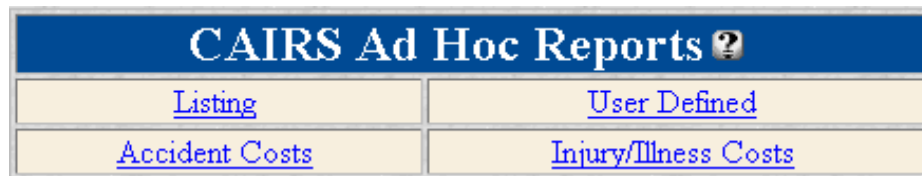

Figure 9 - The **CAIRS AD HOC REPORTS** selection menu.

If you select the **Use Previously Stored Search** link from the **CAIRS SEARCH AND DISTRIBUTION** menu, you will need to select a search criteria set and then click on the **USE QUERY** command button. If you click on the **END SELECTION** command button from the **CAIRS SEARCH SELECTIONS** page, the current selection shown on the search page will be used.

If you enter the **CAIRS AD HOC REPORTS** selection menu directly from the **CAIRS SEARCH AND DISTRIBUTION** page using the **Ad Hoc Reports** hyperlink, the selection criteria that you last entered (during the current browser session) will be used to generate the reports.

Each of the report types shown in **Figure 9** is described briefly in the following sections. The main screen for each report type contains a help icon that will link you directly to the on-line help system that provides a more extensive description of the specification and content of each of the reports, as well as the definitions of the various fields included in the reports.

Listing

A CAIRS listing provides a list of selected records in columnar format. When you select **Listing** from the **CAIRS AD HOC REPORTS** selection menu, you will see the screen in **Figure 10**. This screen will allow you to select the columns to be displayed in your report, as well as define other options to format your report.

Figure 10 - The **CAIRS LISTING** report definition box.

By default, the listing will display the organization, the case number, and the accident date for each case included in the selection. You may select other columns to be displayed in the report by clicking on the appropriate check boxes included in the **DISPLAY THESE COLUMNS** section at the top of the box. Columns that will be included in the report are identified by check marks in the associated boxes. You may deselect an undesired item by clicking on the item's check box to remove the check mark. Definitions for these items are found in the on-line helps by clicking on the Help ❓ icon.

Several summary options are also available in the report. You can mark one or more of the check boxes in the **SUMMARY OPTIONS** section to display a summary line at each of the selected levels. (Multiple levels can be selected.) If no summary is desired, you can click on the selection to remove the check mark. If you choose a summary option, you can also use the associated radio buttons to specify whether you want to display all of the records in addition to the summary line (**SHOW ALL DETAIL**), or only the summary information (**SUMMARY ONLY**).

If you select the option to display detail records, the displayed case numbers will be hyperlinked to a copy of the CAIRS report. The bottom section of the report definition box, **CASE DISPLAY OPTIONS**, allows you to specify whether you wish to see the full report, only the front, or only the back of the report when using these hyperlinks.

Step-by-Step

Creating an Ad Hoc Listing

TUTORIAL

1. From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.

2. Click on the **Create Search** hyperlink.

3. Create a search selection and click the **END SELECTION** command button, (or retrieve a previously-saved selection and click on the **USE QUERY** button).

4. Select the **Listing** hyperlink from the **AD HOC REPORTS** menu.

5. Choose which columns you want to see, the level of detail to be included, and how much of the report you want displayed.

6. Click on the **CONTINUE** command button.

User Defined

The **User Defined** option allows you to specify any of the columns from the **SEARCH SELECTIONS** page to be included in a columnar report. This report can be very useful if you desire to obtain specific data for each record in a form that can be easily imported into your favorite spreadsheet or database package. When you select the **User Defined** option from the **AD HOC REPORTS** menu, a screen similar to the **SEARCH SELECTIONS** screen will be displayed. The top portion of this screen is shown in **Figure 11**.

Figure 11 - The **CAIRS USER DEFINED REPORTS** selection screen.

You can select the fields to be included in your report in one of two ways. First, you can define fields by placing check marks adjacent to the desired items by clicking on the appropriate check box. When you make your selection in this manner, the order of display for the records will be determined by the system.

If you wish to specify a different order to display fields, you can enter the item numbers in the edit box separated by commas. The items will be displayed in the order they are entered.

WARNING Any entry in the edit box will override anything in the check boxes. If you desire to use the check boxes after making an entry in the edit box, all information in the edit box must be deleted.

Once you have selected the fields to include in your display, you may choose from several options at the bottom of the selection screen to enhance your report, e.g., add an optional title, display database codes or text, display full report or not. You can enter an optional title, that will appear at the top of the report, into the **TITLE** edit box. See **Figure 12.**

Figure 12 - The **OPTIONS** to enhance a user-defined report.

The second option determines the display of coded fields in the database. Many of the fields in the database use simple codes to represent more complex, repetitive, textual descriptions. The organization code is an example of a coded field. You can instruct the system to include either the database codes (useful when you will be doing additional manipulation of the data), or the textual equivalent of the codes (more meaningful when you are simply viewing the list) in the output.

The final option determines the information you will see when you click on the hyperlink to display the CAIRS report. If you have selected the case number as an item to be displayed in the report, it will be hyperlinked to the CAIRS report. The **CASE DISPLAY OPTIONS** section of the report definition screen allows you to specify whether you wish to see the full report, only the front, or only the back of the report when using these hyperlinks.

Creating a User-Defined Report

1. From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.

2. Click on the **Create Search** hyperlink.

3. Create a search selection and click the **END SELECTION** command button, (or retrieve a previously-saved selection and click on the **USE QUERY** button).

4. Select the **User Defined** hyperlink from the **AD HOC REPORTS** menu..

5. Check the boxes of the columns you want displayed in the report.

6. Provide a title for the report, if desired, in the edit box at the bottom of the screen.

7. Choose whether to display database codes or text; and/or choose how much of the report you want to display.

8. Click the **CONTINUE** command button.

Accident Costs

The **ACCIDENT COSTS** report provides summary accident cost information for the selected records. Accident costs are actual reported costs in the case of property damage and vehicle accidents, and equivalent, calculated costs for injuries and illnesses. When you select the **Accident Costs** option from the **AD HOC REPORTS** menu, the report definition screen for this report, shown in **Figure 13**, is displayed.

Figure 13 - The **CAIRS ACCIDENT COSTS** report definition screen.

The **CAIRS ACCIDENT COSTS** report definition screen consists of three sections. The **DISTRIBUTION OPTIONS** section at the bottom of the screen allows you to specify the report field that you want to use to distribute the costs.

The **CAIRS ACCIDENT COSTS** report consists of an entry for each element in the distribution, e.g., each year or each field office. Each line includes the identification of the distribution element and the total number of accidents for that element.

The **DISPLAY THESE COLUMNS** (middle) section of the report definition screen allows you to specify the additional report items that can be included for each element. These items include various accident counts, cost totals, and statistical costs for injury/illness, property damage, and vehicle accident cases and for all cases. These items are defined in the on-line helps that can be accessed by clicking on the ? icon.

In the **OPTIONS** (top) section of the report definition screen, you can specify whether you want the report output sorted by cost or by element within the field being distributed. Additional options allow you to include or exclude the costs associated with deaths, terminations, and transfers when calculating the equivalent costs for injuries and illnesses and/or the overhead multipliers that are added to actual loss values when calculating the costs for property damage and vehicle accidents.

Step-by-Step

Creating an Accident Costs Report

TUTORIAL

1.   From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.

2.   Click on the **Create Search** hyperlink.

3.   Create a search selection and click the **END SELECTION** command button, (or retrieve a previously-saved selection and click on the **USE QUERY** button).

4.   Select the **Accident Costs** hyperlink from the **AD HOC REPORTS** menu..

5.   Make your desired selections from the **CAIRS ACCIDENT COSTS** report definition screen.

6.   Click on the **CONTINUE** command button at the bottom of the page to display the report.

Injury/Illness Costs

The **INJURY/ILLNESS COSTS** report is functionally similar to the **ACCIDENT COSTS** report except that it applies to injury and illness cases only. When you select the **Injury/Illness Costs** option from the **AD HOC REPORTS** menu, the report definition screen shown in **Figure 14** is displayed.

Figure 14 - The **CAIRS INJURY/ILLNESS COSTS** selection screen.

As with the **ACCIDENT COSTS** report definition screen, there are three sections. The field on which the data is to be distributed is selected from the **DISTRIBUTION OPTIONS** section at the bottom of the screen.

The **INJURY/ILLNESS COSTS** report also includes an entry for each element in the field being distributed. Each entry includes the identification of the distribution element and the total number of cases and total equivalent cost for the element.

Additional counts, summaries and averages can also be specified for each entry by placing check marks in the appropriate check boxes in the **DISPLAY THESE COLUMNS** section of the report definition screen. Definitions of each of these report items can be obtained from the on-line helps by clicking on the 🔳 icon.

Again, the **OPTIONS** section at the top of the screen allow you to choose to sort the report by cost or by distribution element. As in the **ACCIDENT COSTS** report, you can choose to include or exclude the costs for deaths, terminations, and transfers when calculating the equivalent cost. A total cost for the selection is included at the end of the report.

> **Step-by-Step**
>
> **Creating an Injury/Illness Costs Report**
>
> TUTORIAL
>
> 1. From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.
>
> 2. Click on the **Create Search** hyperlink.
>
> 3. Create a search selection and click the **END SELECTION** command button, (or retrieve a previously-saved selection and click on the **USE QUERY** button).
>
> 4. Select the **Injury/Illness Costs** hyperlink from the **AD HOC REPORTS** menu.
>
> 5. Make the desired selections from the **CAIRS INJURY/ILLNESS COSTS** report definition screen.
>
> 7. Click on the **CONTINUE** command button at the bottom of the page to view the report.

Exercise 2

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1.   Create a new search selection that contains CAIRS reports for the Strategic Petroleum Reserves from 1990 through 1995 involving individuals between the ages of 18 and 25.

2.   Record the number of cases that match these criteria.

3.   Using this search selection, create a listing that shows the lost work days, dollar losses, and a description for each case; contains the details by reporting organization; and will display the full report if you click on the case number hyperlink.

4.   Record the total number of cases that were experienced by Wackenhut Services.

Exercise 3

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1.   Create a new search selection that contains CAIRS reports for the Oakland Operations in 1996 where weather was identified as either a direct or indirect cause.

2.   Record the number of cases that match these criteria.

3.   Using this search selection, create a user-defined report that shows the date of the accident, organization, case number, direct cause, and indirect cause; has a title of "1996 Oakland Weather-related Cases"; displays the text instead of the database codes; and will display the full report if you click on the case number hyperlink.

Exercise 4

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1.   Create a new search selection that contains CAIRS reports for the Richland Operations involving vehicle accidents resulting in total dollar losses greater than $5000.

2.   Record the number of cases that match these criteria.

3.   Using this search selection, create a report of accident costs that is sorted by occupation; uses vehicle multipliers; and shows the number of vehicle cases, the vehicle costs, and the average costs.

4.   Record the specified occupation with the greatest number of incidents.

Exercise 5

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1.   Create a new search selection that contains CAIRS reports for the Oak Ridge Operations involving radiation technicians where the employee was the direct cause.

2.   Record the number of cases that match these criteria.

3.   Using this search selection, create a report of injury/illness costs that is sorted by accident year; uses costs for deaths, terminations, and transfers; and shows all the default columns as well as deaths.

4.   Record the year with the greatest injury/illness costs.

Organization Code Lists

This option on the **CAIRS SEARCH AND DISTRIBUTION** menu hyperlinks to a complete list of active DOE organizations and their associated codes as used in CAIRS. The organizations are grouped by field office and are listed in numerical order from lowest to highest. **Figure 15** shows a partial listing of these organization codes.

Figure 15 - The **DOE ORGANIZATION CODES** lising.

Flush/Start Over

This option completely eliminates any results obtained from previous searches, resets the selection screen, and allows you to start over in building a search criteria set. Selecting this option takes you to a clean **CAIRS SEARCH SELECTIONS** menu as discussed previously in the *Search Selections* section. Since CAIRS maintains the search criteria selection as long as you are in CAIRS, you must reinitialize or start over before creating a new search selection.

Exercise Solutions

Exercise 1

1. Create a new search selection that contains reports for 1995 where cases resulted in a transfer or termination.
   a. Select **Create Search** from the **CAIRS SEARCH AND DISTRIBUTION** page.
   b. Enter **(25 or 26) and 71** in the edit box at the top of the **CAIRS SEARCH SELECTIONS** screen.
   c. Click the **CONTINUE** button at the bottom of the page.
   d. Enter 1995 in the **ACCIDENT YEAR** edit box and leave the radio buttons marked as **Yes**.
   e. Click the **CONTINUE** button at the bottom of the page.

2. Save the search selection as **1995 Tran or Term**.
   a. Click the **SAVE SELECTION** command button at the bottom of the page.
   b. Enter **1995 Tran or Term** in the edit box on the **CAIRS SAVE SELECTIONS** page.
   c. Click on the **SAVE QUERY** command button.

3. Reinitialize the CAIRS search selections.
   a. Click the **REINITIALIZE** command button at the bottom of the **CAIRS SEARCH SELECTIONS** page.
4. Retrieve the search selection you just saved and add the criteria that the occupation of the individuals involved was Security Guard.
   a. Click the **USE/EDIT OLD SELECTION** command button.
   b. From the **PREVIOUS SELECTIONS** list, click on the radio button next to the **1995 Tran or Term** search selection.
   c. Click on the **EDIT QUERY** command button.
   d. Append **and 21** to the text in the edit box at the top of the page.
   e. Click the **CONTINUE** command button.
   f. Type **2102** into the **EMPLOYEE OCCUPATION CODE** edit box.
   g. Click the **CONTINUE** command button.

5. Save the search selection as **1995 TorT Security Guards**.
   a. Click the **SAVE SELECTION** command button at the bottom of the page.
   b. Enter **1995 TorT Security Guards** in the edit box.
   c. Click on the **SAVE QUERY** command button.
6. Record the number of cases found that match these criteria. (As of 1/8/99, the number was 3.)

Exercise 2

1. Create a new search selection that contains CAIRS reports for the Strategic Petroleum Reserves from 1990 through 1995 involving individuals between the ages of 18 and 25.

   a. Select **Flush/Start Over** from the **CAIRS SEARCH AND DISTRIBUTION** page.

   b. Click the check boxes next to item numbers 1, 71, and 80.

   c. Click the **CONTINUE** button at the bottom of the page.

   d. Enter **96** in the **FIELD OFFICE CODE** edit box, **between 1990 and 1995** in the **ACCIDENT YEAR** edit box, and **>=18 and <=25** in the **AGE OF EMPLOYEE** edit box.

   e. Click the **CONTINUE** button at the bottom of the page.

2. Record the number of cases that match these criteria. (As of 1/8/99, the number was 28.)

3. Using this search selection, create a listing that shows the lost work days, dollar losses, and a description for each case; contains the details by reporting organization; and will display the full report if you click on the case number hyperlink.

   a. Click the **END SELECTION** command button at the bottom of the page.

   b. Select the **Listing** hyperlink on the **CAIRS AD HOC REPORTS** page.

   c. In the **DISPLAY THESE COLUMNS** section of the **CAIRS LISTING** menu, put a check mark next to **LWD**, **DOLLAR LOSSES**, and **DESCRIPTION**.

   d. In the **SUMMARY OPTIONS** section, click the **SHOW ALL DETAIL** radio button and make sure only the **REPORTING ORGANIZATION** check box is marked.

   e. In the **CASE DISPLAY OPTIONS** section, click the **FULL REPORT** radio button.

   f. Click the **CONTINUE** button at the bottom of the page.

4. Record the total number of cases that were experienced by Wackenhut Services. (As of 1/8/99, the number was 7.)

Exercise 3

1.   Create a new search selection that contains CAIRS reports for the Oakland
      Operations in 1996 where weather was identified as either a direct or indirect
      cause.
      a.   Select **Flush/Start Over** from the **CAIRS SEARCH AND DISTRIBUTION**
            page.
      b.   Enter **(14 or 15) and 1 and 71** in the edit box at the top of the list.
      c.   Click the **CONTINUE** button at the bottom of the page.
      d.   Enter **dw** in the **DIRECT CAUSAL FACTOR CODES** edit box, **%iw%** in the
            INDIRECT CAUSAL FACTOR CODES edit box, **80** in the **FIELD OFFICE CODE**
            edit box, and **1996** in the **ACCIDENT YEAR** edit box.
      e.   Click the **CONTINUE** button at the bottom of the page.

2.   Record the number of cases that match these criteria. (As of 1/8/99, the
      number was 12.)

3.   Using this search selection, create a user-defined report that shows the date of
      the accident, organization, case number, direct cause, and indirect cause; has a
      title of "1996 Oakland Weather-Related Cases"; displays the text instead of the
      database codes; and will display the full report if you click on the case number
      hyperlink.
      a.   Click the **END SELECTION** command button at the bottom of the page.
      b.   Select the **User Defined** hyperlink on the **CAIRS AD HOC REPORTS** page.
      c.   In the **DISPLAY THESE COLUMNS** section, enter **70, 4, 5, 14, 15** in the
            edit box at the top of the list.
      d.   Enter **1996 Oakland Weather-Related Cases** in the **TITLE** edit box at
            the bottom of the list.
      e.   Click the radio button next to **TRANSLATE DATABASE CODES TO TEXT**.
      f.   In the **CASE DISPLAY OPTIONS** section, click the **FULL REPORT** radio
            button.
      g.   Click the **CONTINUE** button at the bottom of the page.

Exercise 4

1. Create a new search selection that contains CAIRS reports for the Richland Operations involving vehicle accidents resulting in total dollar losses greater than $5000.
   a. Select **Flush/Start Over** from the **CAIRS SEARCH AND DISTRIBUTION** page.
   b. Click the check boxes next to item numbers 1, 8, and 84.
   c. Click the **CONTINUE** button at the bottom of the page.
   d. Enter **75** in the **FIELD OFFICE** edit box, select **Vehicle** from the **ACCIDENT TYPE** selection box, and enter **>5000** in the **TOTAL DOLLAR LOSS** edit box.
   e. Click the **CONTINUE** button at the bottom of the page.

2. Record the number of cases that match these criteria. (As of 1/8/99, the number was 54.)

3. Using this search selection, create a report of accident costs that is sorted by occupation; uses vehicle multipliers; and shows the number of vehicle cases, the vehicle costs, and the average costs.
   a. Click the **END SELECTION** command button at the bottom of the page.
   b. Select the **Accident Costs** hyperlink on the **CAIRS AD HOC REPORTS** page.
   c. In the **OPTIONS** section of the **CAIRS ACCIDENT COSTS** menu, select the **SORT BY DISTRIBUTION** radio button and leave the other two radio buttons marked **Yes**.
   d. In the **DISPLAY THESE COLUMNS** section, select only the **Avg Cost** from the **ALL CASES** selection box and the **Vehicle Case Count**, **Vehicle Cost**, and **Avg Vehicle Cost** from the **VEHICLE CASES** selection box.

   HINT To deselect the last item or to select multiple items from a selection box, hold down the control key while clicking with the mouse pointer.

   e. Under **DISTRIBUTION OPTIONS**, click the **OCCUPATION** radio button.
   f. Click the **CONTINUE** button at the bottom of the page.

4. Record the specified occupation with the greatest number of incidents. (As of 1/8/99, truck drivers recorded 9 incidents.)

Exercise 5

1. Create a new search selection that contains CAIRS reports for the Oak Ridge Operations involving radiation technicians where the employee was the direct cause.
  a. Select **Flush/Start Over** from the **CAIRS SEARCH AND DISTRIBUTION** page.
  b. Click the check boxes next to item numbers 1, 14, and 21.
  c. Click the **CONTINUE** button at the bottom of the page.
  d. Enter **40** in the **FIELD OFFICE CODE** edit box, enter **de** in the **DIRECT CAUSAL FACTOR CODES** selection box, and **1103** in the **EMPLOYEE OCCUPATION CODE** edit box.
  e. Click the **CONTINUE** button at the bottom of the page.

2. Record the number of cases that match these criteria. (As of 1/8/99, the number was 58.)

3. Using this search selection, create a report of injury/illness costs that is sorted by accident year; uses costs for deaths, terminations, and transfers; and shows all the default columns as well as deaths.
  a. Click the **END SELECTION** command button at the bottom of the page.
  b. Select the **Injury/Illness Costs** hyperlink on the **CAIRS AD HOC REPORTS** page.
  c. In the **OPTIONS** section of the **CAIRS INJURY/ILLNESS COSTS** menu, select the **SORT BY DISTRIBUTION** radio button and leave the other radio button marked **Yes**.
  d. Do not change any check boxes in the **DISPLAY THESE COLUMNS** section.
  e. Under **DISTRIBUTION OPTIONS**, click the **ACCIDENT YEAR** radio button.
  f. Click the **CONTINUE** button at the bottom of the page.

4. Record the year with the greatest injury/illness costs. (As of 1/8/99, 1995 had the greatest injury/illness costs.)